

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.404
	STATE OF HAWAII	3.405
.....		3.406

Minimum Qualification Specifications
for the Classes:

VETERANS SERVICES COUNSELOR II, III & IV
(VETERANS SVCS COUNSELOR II, III & IV)

Education Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Experience Requirements, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quantity described in the table below and of the quality described in the statements below:

Class Title	General Experience (Yrs)	Specialized Experience (Yrs)	Total Experience (Yrs)
Veterans Services Counselor II	1	0	1
Veterans Services Counselor III	1	1	2
Veterans Services Counselor IV	1	2	3

General Experience: Progressively responsible professional experience as an employment counselor, rehabilitation specialist, social worker, or other professional work experience assisting others with resolving their vocational, health, social, or other personal problems. Such experience must have provided knowledge of interviewing techniques, community resources and local agencies, groups and organizations providing

services or benefits to the community it serves; and must have included providing services to veterans.

Specialized Experience: Progressively responsible professional work experience providing services to veterans and their beneficiaries which included the explanation, application, and interpretation of laws related to veterans benefits administered by the State of Hawaii, or the Veterans Administration; and providing information on available State and/or federal benefits.

Substitutions Allowed

Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

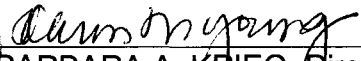
Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes
VETERANS SERVICES COUNSELOR II, III AND IV, approved on March 20, 1986.

DATE APPROVED: 07/19/2013



BARBARA A. KRIEG, Director
Department of Human Resources Development